

STATE OF MISSISSIPPI
MISSISSIPPI SOIL AND WATER CONSERVATION COMMISSION
680 Monroe Street, Suite B
Jackson, Mississippi 39202
Phone: 601-354-7645

**REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING PROFESSIONAL SERVICES**

1. **GENERAL:** The Mississippi Soil and Water Conservation Commission (MSWCC) will contract for professional engineering services as described in this Request for Qualifications (RFQ). Contracts for Engineering Professional Services will be a Professional Contract between the Mississippi Soil and Water Conservation Commission (MSWCC) and the Professional Firm (Professional). MSWCC will use the Department of Finance and Administration, Bureau of Buildings and Ground's lump sum template contract modified for hourly fee with agreed maximum fee. Projects shall include, but not be limited to, planning thru construction administration phase of 1 or more construction projects for Flood Control Structures, drainage waterways, reinforced concrete structures, environmental, cultural and economic assessments, etc.
2. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services for any project listed herein, should submit the following to the MSWCC.
 - A. **Letter of interest:** Each submission must be accompanied by an individual letter.
 - B. **Form M54:** Each submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. A blank copy can be found on the Bureau of Building's web site under "Forms".
<http://www.dfa.ms.gov/media/1132/m54formfillin.pdf>
 - C. **Form M55:** Each submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Specific Project Questionnaire. A blank copy can be found on the Bureau of Building's web site under "Forms".
<http://www.dfa.ms.gov/media/1133/m55form-1.doc>
 - D. **Statement of Qualifications:** In addition to the M54 and M55 forms, each submission must be accompanied by a statement of qualifications including the following information;
 1. History of the Firm;
 2. Evidence that engineering is a principal enterprise of the firm, this is determined based on percentage of firm's revenue derived from engineering;
 3. Engineering expertise and capability relevant to public projects;
 4. Local experience over the last five (5) years on projects of similar size and scope;

5. Prior engineering reference contacts with telephone numbers, a minimum of 5;
6. Resumes of key management and staff personnel anticipated to be used and their positions;
7. Professional liability insurance in the minimum amount of One Million Dollars (\$1,000,000.00);
8. Appropriate Worker's Compensation Coverage in compliance with Mississippi Code section 73-3-5.

E. **Delivery:** All submissions must be received in the Mississippi Soil and Water Conservation Commission's Office by **4:00:00 p.m., on Thursday, August 31, 2017**. Address all submissions to:

Mississippi Soil and Water Conservation Commission
 680 Monroe Street, Suite B
 Jackson, MS 39202

3. **PROJECT(S):** The MSWCC intends to contract with one, or more, professional firms to perform as engineers on one, or more, drainage or flood control projects. Projects shall include, but not be limited to, planning thru construction administration phase of 1 or more construction projects for Flood Control Structures, drainage waterways, reinforced concrete structures, environmental, cultural and economic assessments, etc. This RFQ may be found on the Bureau of Building's web site under "Request for Professionals or Request for Qualifications". (<http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/requests-for-proposals-or-requests-for-qualificationsstar/>)

Exact scope, size and dollar value of projects is highly dependent upon availability of Local, State and Federal funding; MSWCC currently anticipates projects totaling between \$2,000,000.00 and \$4,000,000.00 annually. The potential individual project budgets range in size from \$500,000.00 to \$15,000,000.00 (multi-year). Project budgets are expected to amount to approximately \$2,000,000 in year one, increase to approximately \$4,000,000.00 for years 2 and 3, maintain an annual level of \$4,000,000.00 with the possibility of including additional multi-year projects. Potential projects that may be planned or designed under this contract may include dam rehabilitation, levees, deep and shallow foundations, earthwork, reinforced concrete structures, rock riprap or gabion placement, timber structures, steel structures, sheet pile cutoff walls, channel bank stabilization, restoration and nourishment activities, restoration and functionality of wetland hydrology, stream restoration, restoration of fresh water flows via weirs or other water control structures, restoration of water quality, low water crossings, ditch blocks, bridges, culvert repair and replacement, grade stabilization structures, grade control structures, earthen diversions, grassed waterways, lined waterways, streambank stabilization, and road stabilization. Additionally assessments for potential and future projects, environmental assessments, cultural assessments, assessment of existing flood control structures, as well as watershed area assessments and flood zone assessments are potential projects. This is not an all-inclusive list but a representative sample of the types of projects that may be requested for design services or other services defined below. In total, the projects will require design, geotechnical engineering, hydrology, hydraulic modeling, surveying, environmental assessments and studies, and supporting documents relative to permitting for projects. MSWCC is planning to develop approximately 5 Flood

Control Structure rehabilitations, 10 to 15 bank stabilization projects, 30 to 40 watershed assessments, 5 to 10 drainage waterways with appropriate control structures, 1 to 3 flood control levee sections. The MSWCC anticipates awarding a firm hourly rate with fixed maximum price contract for these services for each individual project. The MSWCC may award one or more indefinite delivery-indefinite quantity (IDIQ) and/or multiple award task order contracts as a result of this request. One or more awards will be made. The anticipated contract period will be for a base period of one year with a provision for four, one-year option periods, at the discretion of MSWCC, for a total of up to five years.

Prior to each engineering contract, the general scope, deliverables, performance and payment schedules will be established between MSWCC and selected firm(s). Each project contract shall use the State of Mississippi, Department of Finance and Administration, Bureau of Buildings, Grounds and Real Property Management template contract, modified for hourly fee with agreed maximum FEE.

4. QUALIFICATIONS: MINIMUM QUALIFICATIONS:

A. Firms must have a Licensed Professional Engineer to practice in order to perform services in the state of Mississippi. This requirement can be met by one or more employees of the prime who are licensed professional engineers in the state of Mississippi.

B. Have a minimum of two civil/agricultural engineers. At least one engineer, of the prime or a consultant, must be a Registered Professional Engineer in the state of Mississippi and have a minimum of ten years of design experience and specialized experience within the state of Mississippi.

C. Have a minimum of three in-house draftspersons employed on a full time basis for either the prime or a consultant, with a minimum of ten years AutoCAD experience and at least one of the others with a minimum of three years' experience.

D. Have a minimum of one licensed Professional Engineer, of the prime or a consultant, with a minimum of five years' experience in hydrological analysis or modeling. This engineer shall be licensed in the state of Mississippi.

E. Have a minimum of one licensed Professional Civil Engineer, of the prime or a consultant, with a minimum of ten years' experience in geotechnical investigations and analysis. This engineer shall be licensed in the state of Mississippi.

F. Have a minimum of one licensed Professional Land Surveyor (PLS), of the prime or a consultant, with a minimum of ten years' experience in the state of Mississippi to practice surveying in Mississippi.

G. Have a minimum of one geographic information systems (GIS) specialist, of the prime or a consultant, with a minimum of five years' experience in collecting and collating various types of data in order to visually represent that data, in the form of charts or maps.

H. Have a minimum of one ecologist, of the prime or a consultant, with at least five (5) years' experience in assessing ecological function, interpreting impacts of environment on native flora/fauna, collecting and interpreting ecological data.

I. Have a minimum of one wetland specialist, of the prime or a consultant, with at least five (5) years' experience to gather, analyze and evaluate data to address wetland conservation concerns or issues.

5. PROFESSIONAL ACTIVITIES AND EXPERTISE WHICH WILL BE INCLUDED IN THE SCOPE OF WORK:

A. Design Activities: Services may consist of but are not limited to any part, one or all of the following: design water resource project features: 1) prepare construction and material specifications, 2) prepare construction plans (drawings), 3) prepare land rights work maps, 4) prepare cost estimates, 5) prepare bid schedules, 6) prepare construction performance time, 7) prepare quality assurance plans, 8) prepare operation and maintenance plans, 9) prepare design folders and reports, and 10) obtain all necessary permits (i.e. COE 404 permits, etc.) as may be required for the project. Specifics for each project will be outlined in each individual task order. The typical project could require knowledge and experience in all aspects of engineering design associated with the design of the types of projects denoted above. The firm will be required to interpret hydrologic and hydraulic reports as well as geotechnical reports, and accurately apply the data to the design of the project measures. The firm will be required to perform engineering design activities in accordance with NRCS standards. The majority of the work will be civil and/or agricultural; however, electrical and mechanical engineer expertise may be required on some projects.

B. Ecological Activities: Services may consist of but are not limited to any part, one or all of the following: assessing biological composition and condition, assessing ecological function, interpreting impacts of environment on native flora/fauna, collecting ecological data, capturing and interpreting photos, interpreting ecological data, development ecological resilient and cost effective solutions, developing operation and management plans to facilitate ecological function for target species, developing and implementing monitoring plans, prepare bid schedules, and prepare design folders and reports. The typical project could require knowledge and experience in all aspects of ecology associated with the planning and design of the types of projects denoted above. The firm will be required to interpret ecological data and reports. The firm will be required to perform ecological planning and design activities in accordance with NRCS standards and in accordance with National Environmental Policy Act (NEPA).

C. Geotechnical Activities: Services may consist of but are not limited to any part, or all of the following: ability to work on sites which are land based. Land based investigations may be in areas of rough terrain, such as gullies or heavily forested areas. Services may include field investigations such as geotechnical drilling, field testing, sampling, logging and packaging of soil specimens extracted from locations to be used in the aid of the design, laboratory testing to include the laboratory classification and testing of soil

specimens extracted from the soil field investigation. Analysis to include analyses utilizing the data collected and developed from the field investigations and laboratory testing. The analyses shall include determining the engineering properties of the soil including but not be limited to slope stability, settlement, seepage, shallow and deep foundations, various pile design and other analyses as related to geotechnical engineering. Reporting will consist of the formulation of a report defining the field, laboratory and analyses results along with appropriate geotechnical design recommendations.

D. Surveying Activities: The firm must be able to work on sites which are land based. The firm will perform surveying services which may consist of but are not limited to any part, one or all of the following: 1) boundary surveys, 2) topographic/planimetric surveys, 3) magnetometer surveys, 4) hydrographic/bathymetric surveys, 5) side scan sonar surveys, 6) sub bottom profiling, 7) horizontal and vertical control surveys, 8) design surveys, 9) development of graphical representation of survey data collected and 10) possible use of LIDAR data. A typical project would require knowledge and experience in all aspects of surveying and surveying equipment. The firm will be required to perform surveys in accordance with NRCS policy and standards as well as any requirements of the state of Mississippi related to legal boundary surveys. All survey drawings shall be generated in the appropriate format. All electronic raw survey data shall be submitted as ASCII or other format as may be required for the software to be utilized.

E. Inspection Services: The firm must be able to perform construction inspection services for various types of projects. The firm must be able to work sites which are land based. Land based work may be in areas of rough terrain such as gullies. The firm will perform any or all operations necessary to provide construction quality assurance (construction inspection) for various types of projects within the state of Mississippi. Quality assurance activities required may consist of but are not limited to any part, one or all of the following activities: construction layout, quantity computations, field testing and sampling of construction materials, safety compliance checks or construction activities, and development of accurate and complete quality assurance reports. The typical project could require knowledge and experience in all aspects of quality assurance activities associated with the design and construction of dam rehabilitation, deep and shallow foundations (bearing capacity, consolidation, etc.) earthwork, reinforced concrete structures, automated and manual water control gates, pump stations, rock riprap or gabion placement, timber structures, steel structures and structural fabrication, timber, steel and concrete piling, sheet piling, channel bank stabilization measures, ditch blocks, bridges, culvert repair and replacement, grade stabilization structures, grade control structures, earthen diversions, grassed waterways, lined waterways, and road stabilization. The firm should employ technicians that are in good physical condition, as work will require a physically demanding job including but not limited to: climbing in and out of boats, on and off barges, tug boats, ATV's, walking on uneven ground, beams and rock riprap. The firm will be required to perform quality assurance activities in accordance with NRCS standards and specifications. The majority of the construction work will be civil/agricultural in nature; however, electrical and mechanical engineer expertise may be required on some projects.

F. Planning Activities: Planning documents shall be in accordance with the United States Department of Agriculture Natural Resource Conservation Service's (NRCS) policy as stated in the National Watershed Manual (as amended), General Manual, National Engineering Manual (NEM), National Engineering Handbook (NEH), National Planning Procedures Handbook, National Handbook of Conservation Practices, PR&G and associated Agency Specific Procedures, National Environmental Compliance Handbook (NECH), National Cultural Resources Procedures Handbook (NCRPH), National Resource Economics Handbook (NREH), NRCS recognized and approved computer models for economic, hydrologic, hydraulic, and environmental evaluation, and technical references found in the Technical Releases and Technical Notes. Additional references and guidelines pertinent to the project may include resources from ASTM, ACI, ASCE, ICC, AWWA, USACE, USBR, or other government or industry sources. Other professional standards considered current standard professional or industry practice can be used with NRCS concurrence. NRCS policy and technical documents can be found at: <http://policy.nrcs.usda.gov/>

Water resource plans will include allocations of installation costs to the various NRCS National Watershed Program purposes and will show the basis of such allocations. PR&G procedures will be Used to identify alternative project monetary and non-monetary benefits and costs. An analysis will be Prepared to show the tradeoffs between monetary and non-monetary effects of the reasonable Alternatives within an ecosystem service framework.

6. PREPROPOSAL CONFERENCE:

A preproposal conference will be held August 17, 2017 at 10:30 am in the offices of the MSWCC:

Mississippi Soil and Water Conservation Commission
680 Monroe Street, Suite B
Jackson, MS 39202

7. SCORING OF PROPOSALS:

Failure to comply with minimum requirements will result in automatic rejections. Once minimum requirements are met professional submissions will be scored based on the following criteria, followed by the maximum points allowed each criteria:

- A. Number of minimum required employees on staff v. outside contractors or consultants (15)
- B. Staffing level experience/resumes of project team (15 points)
- C. Physical location of project staff (10 points)
- D. Experience in flood control and drainage projects (number and size) (15 points)
- E. Previous projects in MS (number, type, scale) (10 points)
- F. History of previous work with state and federal governmental entities (15 points)
- G. Experience with preparation of environmental, inundation, and economic assessments and evaluations for governmental agencies (20 points)

The evaluation of proposals will be made by a selection team consisting of the following MSWCC personnel: (1) Executive Director, (2) Director of Finance and Personnel, and (3) Deputy Administrator. The MSWCC reserves the right to consult with other employees, contractors, and federal agency partners in the evaluation process. All information submitted is subject to independent verification and assessment. Any projects and/or activities of the applicant which are not included in the proposal, but are known to the MSWCC, are subject to inclusion in the evaluation.

Contract Information:

Mississippi Soil and Water Conservation Commission
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